

Standard Request for Qualifications

Design

for

Project No.F-I15-1(73)6
I-15; Bluff Street Interchange Improvements MP 6

September 8, 2006

UTAH DEPARTMENT OF TRANSPORTATION
Standard Request for Qualifications
Project No. F-I15-1(73)6; I-15; Bluff Street Interchange Improvements MP 6

SUMMARY SHEET

1. Project Number: F-I15-1(73)6
2. Location: I-15; Bluff Street Interchange Improvements MP 6
3. ePM PIN No.: 5796
4. Requested Services: Design
5. Source(s) of Funding: Federal
6. UDOT Project Administrator:

Alan M. Loiacono
RFQ Contract Administrator
Utah Department of Transportation
Consultant Services
Box 148490
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Telephone 801-965-4804
aloiacono@utah.gov

7. UDOT Project Management

Tamerha Maxwell
Project Manager
Utah Department of Transportation
Region 4
Cedar District
1470 North Airport Road
Cedar City, Utah 84721-1009
Telephone 435-865-5511
tamerha@utah.gov

8. Advertisement Dates: Saturdays, September 9 & 16, 2006
9. Statement of Qualifications (SOQ) Due Date: **Tuesday, October 3, 2006**

Deliver eight (8) hard-copies and an electronic PDF file on a CD of the SOQ to the Utah Department of Transportation, Office of Consultant Services, 4th Floor NE Corner, 4501 South 2700 West, Salt Lake City, Utah 84119-5998 no later than 11:00 a.m. on **Tuesday, October 3, 2006**.

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SOQ's will not be accepted after the 11:00 a.m. deadline.

10. Type of Statement Required: In accordance with *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications*.

The SOQ has a maximum page-limit of **ten (10)** pages.

11. UDOT Selection Team Meeting: Wednesday, October 11, 2006

12. Oral Interviews Date: Selection may be from SOQ scores; however, should the Selection Team determine it is necessary, the interviews will be held on Wednesday, October 18, 2006

13. Pre-negotiation Meeting Date: TBD

14. Negotiation Meeting Date: TBD

15. Notice to Proceed Date: TBD

16. Project Completion Date: Nine (9) months from Notice to Proceed

Consultant Selection Schedule

Date	Day	Action
9/9/06	Saturday	Advertisement of RFQ in newspapers
9/11/06	Monday	Posting of RFQ on UDOT Consultant Services Project Advertisement website
9/16/06	Saturday	2 nd Advertisement of RFQ in newspapers
10/03/06	Tuesday	Statements of Qualifications are due at 11:00 a.m.
10/11/06	Wednesday	UDOT Selection Team Meeting
10/18/06	Wednesday	UDOT Consultant Selection Interviews
10/18/06	Wednesday	Consultant Selection

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Appendix B: *Proposed Key Personnel to Be Used on UDOT Project Form*

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=28716

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ADVERTISEMENT

NOTICE OF CONSULTANT SERVICES

The Utah Department of Transportation (UDOT) is seeking the services of a qualified Consultant to provide Design Services, for F-I15-1(73)6; I-15; Bluff Street Interchange Improvements MP 6 in Washington County.

If you are interested in submitting a Statement of Qualifications, information on the Request for Qualifications and Guidelines for Preparing a Statement of Qualifications will be available Monday, September 11, 2006 and may be obtained from the Utah Department of Transportation Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Project Advertisements" or udot.utah.gov/index.php?m=c&tid=614. **The deadline for submitting the Statement is 11:00 a.m. on Tuesday, October 3, 2006.** The right is reserved by the Department to reject any and all Statements of Qualifications.

The Utah Department of Transportation encourages prime consultants to use DBE/WBE's as sub-consultants where practicable.

September 9, 2006

Utah Department of Transportation
John R. Njord
Executive Director

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Introduction - See **Appendix C** which includes:

- Scope of Work (Objectives and Tasks)
- QC/QA Plan Requirements
- Department Furnished Items

Project Dates:

Consultants are required to meet the dates set for the oral interviews and negotiation meeting. Consultants are also advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates will be considered non-responsive.

Required Key Personnel Qualifications:

The Consultant shall be responsible to ensure that all personnel proposed under this Request for Qualifications (RFQ) be qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of Department standard practices.

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in statements but will not count as one of the allowed pages.**

Required Availability of Key Personnel:

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **50%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this RFQ.

Required Completion and Acceptance Criteria:

Progress payments will be made with a five-percent retainage of the invoiced amount for work in progress. Final payment, including any retainage, shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by the Utah Department of Transportation as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner.

Applicable Federal and State Regulations:

The Consultant shall conform to all applicable state and federal regulations.

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Debarment Certification:

Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.

Authorization to Begin Work:

Notice to proceed will be given by Consultant Services as soon as the contract is approved and signed by all parties and returned to Consultant Services.

Required Statement Contents:

The Statement from the Consultant should contain the information identified in the attached *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications*.

Statement Evaluation Procedures:

The Statement shall be evaluated by a Department Selection Team in accordance with the criteria described in the *Utah Department of Transportation Guidelines for Preparing Standard Statement of Qualifications*.

Conditions of Proposal:

All costs related to the preparation of the Statement and any related activities such as interviews are the sole responsibility of the Consultant. The Department assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Statements:

Statements become the property of the Utah Department of Transportation, are treated as privileged documents, and are disposed of according to Department policies, including the right to reject all statements. The statement of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. Statements of Consultants who are not awarded contracts shall not be open to public inspection and will be destroyed once the contract is executed with another consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Consultant Services Manager shall examine the request in the statement to determine its validity prior to award of the contract. If the parties do not agree as to the disclosure of data in the contract, the Consultant Services Manager shall inform the Consultant in writing what portion of the statement will be disclosed and that, unless the Consultant withdraws the statement, it will be disclosed. If the Consultant withdraws their Statement, the Consultant will not be awarded the contract.

Ownership of Documents: All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Consultant as a result of working on this contract, shall be delivered to and become the property of the Department.

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Financial Screening:

The Department requires Consultants be Financially Screened prior to performing work for UDOT. **If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified unless the delay is due to problems or delays by UDOT.**

The time it takes a Consultant to complete the Financial Screening process varies and therefore the Department encourages Consultants to submit their *Financial Screening Application* at the same time as their Statement of Qualifications or before.

Consultants may obtain the *Financial Screening Application* from the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287. For questions, contact the Consultant Services Accountant at 801-965-4138. A Consultant's Financial Screening status is effective for the period of one year from the time the Consultant is approved.

Preaward Audit:

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's statement of qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

Insurance Certificates:

The Consultant is required to provide the Department with Certificates of Insurance referencing the project naming the Utah Department of Transportation and the State of Utah as additional insureds.

Subscription to the UDOT Consultant Services Update Service:

The Department recommends Consultants interested in proposing a Statement of Qualifications subscribe to the UDOT Consultant Services Update Service on the UDOT Web site udot.utah.gov under "Doing Business > E-Mailing Lists" or udot.utah.gov/index.php?m=c&tid=548&type=1&item=2048&d=full.

If there are any changes affecting the Request for Qualifications, notice will be sent out via an email through the update service.

Consultant and/or Corporate Logos or Branding

Consultant and/or corporate logos or branding identification may no longer be displayed in **public** documents or products produced for UDOT beginning July 1, 2005. It is UDOT's intent that consultants should place identifying information, in text format, in appropriate places in documents. This requirement does not apply to Statements of Qualifications. For specific questions or further guidance, please contact Gaye Hettrick, Consultant Services Manager, 801-965-4639 or ghettrick@utah.gov.

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Consultants and/or corporations are specifically restricted from placing logos or branding on the following items:

- Plan Sheets or Title Blocks;
- Environmental Documents;
- Standard UDOT Forms;
- Project Websites;
- Cover Pages;
- Headers/Footers; and,
- Information and Display Boards for Public Meetings.

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Appendix A

Guidelines for Preparing a Standard Statement of Qualifications

INTRODUCTION

These guidelines were developed to standardize the preparation of a Standard Statement of Qualifications (SOQ) by Consultants for engineering services on a project. Submitting an SOQ is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. If the Department determines interviews are necessary prior to selection, a minimum of two and a maximum of five Consultants will be short-listed and invited to an interview by the Department.

The purpose for these guidelines is to assure consistency in format and content in the SOQ prepared by Consultants and submitted to the Department. Preparing an SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for Department personnel.

SOQ SECTIONS

The Statement of Qualifications should contain the following sections in the order listed.

1. Introductory Letter
2. Project Team
3. Capability of the Consultant
4. Approach to the Project
5. Appendix B

SOQ EVALUATION CRITERIA

The SOQ evaluation criteria are listed below in red.

1. Introductory Letter - The introductory letter should be addressed to:

Alan Loiacono
RFQ Contract Administrator
UDOT Consultant Services
4501 South 2700 West
Salt Lake City, UT 84119-5998

In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the project team or yourself that may be useful or informative to the Department.

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Include the mailing and e-mail addresses and phone number of the primary contact person for this consultant selection process in the introductory letter.

No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.

2. **Project Team** - The Selection Team will consider how well the qualifications and experience of the members of the project team relate to the specific project. The following information should be provided.
 - Project team flow charts including sub-consultants (see sample *Project Organization Chart* available on the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287 under *Project Organization Chart and Related Experience Charts*.)
 - Describe the qualifications, experience, and availability of key personnel on your proposed project team. (NOTE: Do not include percentages of availability as this may be misinterpreted.)
 - Provide a spreadsheet list of projects you have **completed** during the last five years. The heading of the spreadsheet should include the following (see sample *Related Experience* spreadsheet form available on the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287 under *Project Organization Chart and Related Experience Charts*. Note: Columns may be combined in order to meet the font size and margin requirements.)
 - Name of Project Manager
 - Year
 - Type of Project
 - Project Name
 - Project Location
 - Project Description
 - Construction Estimate Cost - \$Million
 - Services Performed
 - Client
 - Reference Contact and Telephone Number

A maximum of 30 points is available for this section.

3. **Capability of the Consultant** - The Selection Team will evaluate the Consultant's capability to perform the work.
 - Describe your firm's capability to perform the work.

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- Describe any unique qualifications your firm has to perform this type of work.
- Describe your firm's internal quality and cost control procedures.

A maximum of 30 points is available for this section.

4. Approach to the Project - The Selection Team will evaluate how well you have planned a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts. Explain the following:

- Describe the course of action proposed to meet the goals and objectives of the project. Be realistic, clear, and concise.
- Identify key project milestones.
- Identify potential impacts, impediments, conflicts, or potential mitigation.

A maximum of 40 points is available for this section.

5. Appendix B - The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in SOQ but will not count as one of the allowed pages.**

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

SOQ FORMAT REQUIREMENTS

It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the Department's Selection Team.

1. **Eight (8) SOQ Hard Copies** – (Number sequentially from one to eight on the upper right hand corner of the cover.)
2. **Electronic PDF File of SOQ on a CD** – (Labeled with the Consultant Name, Project Number, Project Location, PIN Number, and Submittal Due Date.)
3. **Color is allowed**
4. **8½" x 11" or 11" x 17" Page Sizes** – (Refer to No. 12 of SOQ Format Requirements for further details.)
5. **One (1") Margins** – (Exceptions: Consultant Name/Logo and Page Headers/Footers may be within margin)

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6. **10 Pt Font and 12 Pt Line Spacing, Minimums** – (The minimum font size is 10 point font or greater everywhere in SOQ including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)
7. **Related Experience Chart and Project Organization Chart are required** – (The sample charts, *Project Organization Chart* and *Related Experience Charts* are available on the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287.)
8. **Bind SOQ on 11” Left Side**
9. **Tab the SOQ Sections for easy reference of Selection Team members** – (Sections are the Introductory Letter, each of the evaluation criteria, and Appendix B. If you limit information on tabs to Section Identification, Project Number, Project Location/Description, Consultant Name/Logo, and/or un-enhanced photographs, then the tab pages will not count towards the page maximum.)
10. **Front and Back Cover Pages are allowed** – (Information on the front cover page is not restricted. Cover pages will not count towards the page maximum.)
11. **Appendix B is required** – (Appendix B will not count towards the page maximum.)

A maximum total of 100 points is available for the Standard Statement of Qualifications. **A one-point penalty will be assessed by Consultant Services for each applicable violation of the above (#1 through #11) format requirements for a maximum 11-point penalty per SOQ.**

12. **Ten (10)-Page Maximum** – (The Statement of Qualifications has a maximum page limit of ten pages.)

A page is defined as a single-sided 8.5" x 11" or 11" x 17" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. **There is a limit of up to three 11" x 17" sheets.**

The Introductory Letter, Tab Pages, Appendix B, and Cover Pages will not count towards the page maximum.

Any SOQ that exceeds the Ten (10)-page maximum will receive a three-point penalty per page over the limit.

UDOT SELECTION TEAM

The Selection Team members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Project Administrator. The Administrator will tally and compile the scores and comments. The Selection Team will then meet to discuss the scores and comments and determine whether interviews are necessary or whether the selection may be made based on the scores from the SOQ's.

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If the Selection Team determines interviews are necessary, the members will develop the format of the interviews in the Selection Team Meeting by completing the *Interview Format Worksheet*.

SELECTION INTERVIEWS

If the Department Selection Team determines interviews are necessary, the following project-specific topics may be some of the issues discussed.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project

“SELECTING BY CONSENT” PROCESS

The final selection process will be performed using the “Selecting by Consent” (SBC) process developed by the Consultant Selection Interview Process Quality Improvement Team officially implemented August 12, 2004.

The SBC process is a scoring process that aids the Selection Team in developing the final ranking of consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Meeting. After the interviews are conducted, the Selection Team scores each segment and question by consent. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. The final selection ranking of consultants is based on the final scores developed by the Selection Team using the *Interview Scores* spreadsheet.

For more information regarding this process and copies of the *Interview Format Worksheet* and *Interview Scores* forms, see the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287.

SUMMARY

The Standard Statement of Qualifications (SOQ) should be clear, concise, and it should provide the Department's Selection Team Members with an understanding of the Consultant's and Sub-consultants' ability to undertake and complete the proposed project in a thorough and timely manner.

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Rev. 1/12/04

Appendix B

Proposed Key Personnel to Be Used On UDOT Project

Name*	Firm Name	Title (Within firm and/or proposed on project)	Certification Category/Level	Utah License/ Certification No.	Other State License/ Certification No.	Education Level

Include all key personnel who are proposed to work on UDOT project including sub-consultants. Add additional pages if needed.

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287.

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Appendix C

A. SCOPE OF WORK

GENERAL

- Follow 2000 Design Process for all tasks. Information listed below is a Scope of Work for the consultant which is to be used within the framework of the 2000 Design Process and conforms to UDOT Standard Drawings, Standard Specifications, Special Provisions, Guidelines, "Computer- Aided Drafting & Design Standards" dated April 1997, "Engineering Consultant CADD Guidelines" dated June 1997 and "Mapping and Aerial Photogrammetry" dated March 1999. Or the latest English version. A QC/QA Project Specific Plan will be developed by the consultant and submitted as part of the "Scope of Work."
- This project could be a 2 Phase Design Contract. Phase I will include the reconfiguration of the Southbound On and Off Ramps and SR-18 from the southbound ramps to Main Street, possible trail relocation, a slip ramp connecting Bluff Street to Hilton Drive (a roundabout has been identified in the Bluff Street Corridor Feasibility study as a possible alternative) and a detention basin within the rights of way. Phase II (if funding is obtained) would include the reconfiguration of the Northbound On and Off Ramps, SR-18 from the northbound ramps to Convention Center Dr/Sunland Dr. and the widening of the Bluff Street Structure at MP 6.

TASK 02D DEVELOP MAPPING AND TOPOGRAPHY

- Obtain aerial photography for the project area.
- Supplement aerial photography with all necessary topographic features and provide additional accuracy where needed
- Driveways and intersection tie in points
- Existing utility and drainage features
- Property boundaries and Right of Way markers
- Structure locations
- Develop profiles
- Use the State Plane Coordinate System and coordinate with the City's Horizontal Control Network (HCN)
- Identify horizontal and vertical control at all locations.

TASK 04D DEFINE PROJECT TEAM & HOLD PROJECT KICKOFF MEETING

- Facilitate the meetings
- Assist UDOT Project Manager in selecting the Stakeholder Team
- Conduct a meeting with the Major Stakeholders to develop a strategy for the Bluff Street slip ramp. This may consist of the compilation of the existing area developer plans, traffic analysis, land surveys, aerial maps, master plans, storm water plans, etc...
- Finalize and submit to FHWA for approval the Interchange Modification Report to include the preferred structural design.
- Conduct a Kickoff meeting with the Design Team.
- Assist UDOT Project Manager in selecting the Design Team
- Develop the agenda, project charter, schedule, communication plan and QC/QA Plan and Project Team budget hours
- Meet with the local municipality.

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TASK 10D CONDUCT SCOPING MEETING AND DEVELOP MINUTES

- Select Scoping Team – may include the major stakeholders
- Conduct & document scoping meeting.
- Provide a set of plans of the project area with a proposed concept.
- Conduct a field trip

TASK 13D DEVELOP INITIAL ALIGNMENT

- Develop initial horizontal and vertical alignment
- Preliminary concept for layout – field review
- Develop possible trail alignments
- Follow the UDOT Region 4 Project Survey Standards
 - I. Control
 - A. Options
 - 1. Use existing USGS, NGS, HARN point(s) with current, published WGS84 (NAD83) GPS position coordinates.
 - 2. Set new control and obtain WGS84 (NAD83) position coordinates through an OPUS procedure (www.ngs.noaa.gov/OPUS)
 - 3. Autonomous positions are not acceptable.
 - 4. New control monuments should be of a permanent character, located so as to avoid disturbance, and should be recoverable with a metal detector. New control monuments should have a top diameter large enough to be stamped with a unique identifying number or name.
 - B. When establishing a GPS calibration from multiple points, use XYZ for one point and XY for all other points. Use Geoid 03 for height-to-elevation conversions. (The purpose behind this standard is to avoid introducing a tilted-plane into the calibration)
 - II. Basis of Bearing
 - A. All control must be rotated to the Utah State Plane Zone in which the project is located (i.e.: project “North” must equal State Plane “North”)
 - III. Basis of Project Coordinates
 - A. Use US Survey Feet only. Do not use International Feet.
 - B. Establish project control coordinates so that N=100,000 and E=200,000 are at the SW corner of the project envelope.
 - C. Or, alternatively, assign the coordinates N=100,000 and E=200,000 to the principal project control point.
 - D. Control points should carry dual coordinates: WGS84 (NAD83) lat/long (D°M’S”) to 4 decimal places and Project Coordinates in US Survey feet to 4 decimal places.
 - E. Project coordinates are NOT to be Utah State Plane Coordinates, or Modified Utah State Plane Coordinates.
 - F. Project coordinates are to be “ground” coordinates.

TASK 16D OBTAIN PRELIMINARY UTILITY INFORMATION

- Notify utility companies of impending construction and request appropriate plans of their facilities.
- Coordinate with St. George City for City owned utilities
- Provide plans to Region 4 Utility Coordinator to be sent to the utility companies

TASK 19D DEVELOP RIGHT-OF-WAY PLANS

- Verify property descriptions and ownership records.
- Verify mitigation and hydraulic plans, structure activities, cut and fill slope lines, etc...

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- Develop right of Way Plans, Ownership Records, Office Copies and Summaries required for the acquisitions of the land and easements for the project.
- Request Shotgun Estimate from the Complex Right of Way Division
- Incorporate Region 4 Right of Way review comments.
- Submit the completed documents to Region 4 Right of Way Engineer for review and submittal.

TASK 22D CONDUCT ROADWAY GEOTECHNICAL INVESTIGATION

- Conduct a meeting with the Region Materials Engineer, Geotechnical Designer, Geotechnical Review team and the drilling geologist to:
 - Evaluate site conditions
 - Establish a conceptual settlement or slope stability mitigation plan
 - Establish a subsurface drilling and soil testing plan
 - Evaluate cut and fill slopes
 - Establish a field reconnaissance plan
- Conduct drilling and soil sampling
- Prepare generalized soil boring logs and other charts and graphs

TASK 23D CONDUCT ROADWAY GEOTECHNICAL TESTING

- Conduct all laboratory soil testing
- Prepare a summary of test data and other charts and graphs

TASK 24D CONDUCT ROADWAY GEOTECHNICAL DESIGN

- Prepare geotechnical report which includes design recommendations, generalized soil boring logs, a summary of test data, and other charts and graphs

TASK 28D DEVELOP PAVEMENT DESIGN

- Provide the Region 4 Materials Engineer with project concept.
- Incorporate the pavement design

TASK 31D PREPARE AND REQUEST DESIGN EXCEPTIONS

- Prepare request for Design Exception on the UDOT standardized form with supporting documentation.
- Submit it to the Region Preconstruction Engineer for approval.

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TASK 34D DEVELOP INITIAL ROADWAY PLAN

- Determine the roadway limits
- Design the initial
 1. Traffic lane configuration, including channelization
 2. Curb & gutter and raised island layouts.
 3. Grading and seeding requirements
 4. Typical sections
 5. Title Sheet, Index to Sheets, Standard Drawing Index Sheets
 6. Intersection and trail layout

TASK 37D DEVELOP INITIAL HYDRAULIC PLAN

- Evaluate required drainage/irrigation improvements.
- Obtain an incorporate local drainage plans and master plans
- Design catch basin and curb & gutter locations.
- Design temporary and permanent erosion control plans
- Evaluate for detention needs.
- Addressing environmental mitigation issues relating to hydraulics
- Develop Storm Water Pollution Prevention Plan

TASK 38D DESIGN PUBLIC INVOLVEMENT

- Develop and execute a Public Involvement Plan in coordination with the Region Four Public Involvement Manager
- Create a list of stakeholders and a list of stakeholder concerns for use in other areas of the design process. Seek the assistance of the Region 4 Public Involvement Coordinator to confirm the stakeholder concerns listed.
- Create and solicit an email list that may be used to inform stakeholders on progress of the project
- Develop a web site to keep stakeholders informed on scope, schedule, and upcoming milestones on the project
- Prepare two emailable newsletters on the project (may be in conjunction with web-page updates).
- Regularly update the project web site with timely information
- Regularly update stakeholders through email messages
- Meet with stakeholders and document their recommendations on the project's design and communicate those recommendations back to the design team and the use of project visualization and proposed site rendering plans.

TASK 39D MEDIA RELATIONS

- Develop a media relation's plan with the Region 4 Public Involvement Manager. The plan should be closely tied to the Public Involvement Plan and include messaging points in harmony with current UDOT messaging plans.

TASK 40D DEVELOP INITIAL LANDSCAPE PLANS

- Develop landscaping plans for the project in accordance with the environmental requirements

TASK 43D DEVELOP INITIAL SIGNAL AND LIGHTING PLAN

- Design the initial layout of the traffic signal and/or street lighting project
 1. Traffic lane configurations, including channelization.
 2. Pole location and mast arm lengths.
 3. Number, location, and size of detection.
 4. Power source location and requirements.
 5. Type and location of signal heads.

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6. Number and type of pedestrian signal heads and pedestrian push buttons.
 7. All paint striping including lane markings, stop bars, crosswalks, islands, etc.
 8. Pertinent notes.
 9. Traffic signal controller type and location, including any hardware needed for system interconnect.
 10. Intersection street lighting, number , and location.
 11. Pole and luminaries type and location
 12. Junction box locations.
 13. Structure lighting and details.
- Perform capacity analysis at each intersection for current and future traffic volumes.
 - Develop typical sections for each intersection.

 - Develop Geometric Design, Traffic Signal plan sheets, Striping sheets, Signing sheets for each intersection.
 - Coordinate Design Concepts with the UDOT District Traffic Engineer and Local Government Agencies.
 - Schedule Field Reviews as needed.
 - Design relocation of existing or proposed ATMS
 - Evaluate loop detection vs. video detection

TASK 46D ESTABLISH PRELIMINARY UTILITY PLANS

- Develop Roadway Design Plans with horizontal and vertical ties for utilities.
- Provide a Subsurface Utility Engineering (SUE) for existing utilities
- Coordinate with local agencies and utility companies for future utility locations.

TASK 49D DEVELOP STRUCTURES SITUATION AND LAYOUT SHEET

- Verify the accuracy of the roadway geometry and alignment in the vicinity of the Bluff Street structure
- Prepare the information to be used, including span lengths and structure type.
- Prepare a Structural type selection report for the bridge.
- Submit the report to the project manager and structures division for review.
- Prepare Situation and Layout sheets for the approved bridge type including required QC/QA.

TASK 52D DEVELOP UTILITY PLANS

- Design project with as little impact to utilities as possible.
- Submit to Region 4 Utilities Section in order to identify possible utilities relocation .
- Coordinate and assist the Utility Section with setting up the meeting with all utility companies.
- Identify utility conflict locations for potholing

TASK 55D REVIEW ROADWAY PLANS/FIELD REVIEW

- Review plans to ensure that they have been checked, that the contents of the plans are build able, and that they are complete and conform to State and AASHTO standards.
- Conduct meeting and prepare minutes
- Conduct field review

TASK 56D REVIEW AND APPROVE STRUCTURES SITUATION & LAYOUT SHEET

- Provide the Chief Structural Engineer with the structural plans

TASK 58D REVIEW MAJOR STRUCTURES HYDRAULIC PLANS

- Provide the Region4 Hydraulics Engineer with the hydraulic plans

TASK 61D PREPARE AND SUBMIT 404, DISCHARGE AND STREAM ALTERNATION PERMITS

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- Prepare in accordance with the Environmental Document the necessary plans for the Department of Water Quality to obtain the point source discharge permit, the 404 Permit Application and Stream Alteration permits Application to the appropriate agencies
- Submit to the Region 4 Environmental Engineer

TASK 70D REVIEW LANDSCAPE PLANS

- Submit the landscaping plans to the Region 4 Landscaping Engineer

TASK 73D REVIEW SIGNAL AND LIGHTING PLANS

- Provide Signal and lighting plans to the Region 4 Traffic Engineer and the Complex Signal and Lighting Engineer

TASK 76D CONDUCT UTILITY FIELD REVIEW

- Conduct utility field review to make sure utilities are shown correctly on project plans
- Field verify Traffic Signal power source with appropriate power company representative and Signal Lab.
- Submit request for Utility, Signal and Street Lighting Agreements to utilities section.

TASK 85D CONDUCT INITIAL STRUCTURES SOIL INVESTIGATION

- Drill holes at the locations as determined and depth based on sub-surface conditions in consultation with the Chief Geotechnical Engineer
- Submit the log boring to the Chief Geotechnical Engineer
- Prepare geologist report
- Obtain approval of Chief Geotechnical Engineer

TASK 87D CONDUCT INITIAL STRUCTURAL SOIL TESTING

- Log in soil samples
- Lay out soil samples for visual evaluation
- Prepare samples for testing
- Conduct testing
- Review test results
- Produce test result data sheets, curves and charts
- Prepare Summary of Test Data
- Distribute test data

TASK 88D FINALIZE DESIGN STUDY REPORT

- Assemble the Scoping meeting minutes, minutes of Field Reviews, Operation and Safety Report, and approved Pavement Design
- Incorporate the Final Environmental Document
- Incorporate plan and field review changes into the DSR equivalent, review for accuracy, and submit final DSR equivalent to UDOT Project Manager for approval.

TASK 91D FINALIZE LANDSCAPE MITIGATION PLAN

- Submit the final Landscaping Mitigation Plans to the Region Landscape Architect to include additional Temporary Erosion Control, Grading Plans, Wetland Creation, Irrigation Plans and Planting Plans
- Coordinate with local agencies

TASK 98D DEVELOP STRUCTURAL GEOTECHNICAL DESIGN

- Analyze and select the foundation for the required bridge, walls or retained earth structure

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- Prepare and submit the recommendations in a geotechnical report

TASK 05P DEVELOP FINAL STRUCTURE PLANS (MAJOR STRUCTURES)

- Prepare the final design to include the horizontal, and vertical roadway alignment, typical road cross-section, profile elevations of all the alignments, and cross sections of channels.
- Prepare plans, specs and estimates

TASK 07P DEVELOP FINAL STRUCTURE PLANS (STURCTURAL WALLS)

- Prepare the final design to include the horizontal, and vertical roadway alignment, typical road cross-section, profile elevations of all the alignments, and cross sections of channels.
- Prepare plans, estimates, specs

TASK 15P FINALIZE HYDRAULIC PLANS

- Make revisions identified on previous review comments; verify adherence to environmental commitments, agreements, and permits.

TASK 20P FINALIZE ROADWAY PLANS

- Make revisions identified on previous review comments; verify adherence to environmental commitments, agreements, and permits; prepare quantity summaries, special provisions and Engineer's estimate.

TASK 25P FINALIZE LANDSCAPE PLANS

- Make revisions identified in field review meeting, prepare engineers estimate and special provision.

TASK 30P FINALIZE SIGNAL AND LIGHTING PLANS

- Make revisions identified in field review meeting, prepare engineers estimate and special provision.

TASK 33P REVIEW FINAL STRUCTURE PLANS

- Submit the Structures Plans to the Chief Structures Engineer

TASK 35P PREPARE UTILITY AND RAILROAD AGREEMENTS

- Submit the utility information to the Region 4 Utility Coordinator to start the utility agreements

TASK 37P PREPARE LIGHTING/SIGNAL AGREEMENTS

- Submit the signal and lighting information to the Region 4 Utility Coordinator to start the utility agreements

TASK 38P PS&E PUBLIC INVOLVEMENT

- Ensure the commitments made to stakeholders are incorporated into the project design.
- Provide documentation on the commitments made to stakeholders and ensure they are passed on through the construction phase.
- Revise and update the Public Involvement Plan in coordination with the Region Four Public Involvement Manager
- Regularly update the project web site with timely information
- Regularly update stakeholders through email messages

TASK 39P MEDIA RELATIONS

- Update and review the Media Relations Plan with the Region Four Public Involvement Manager prior to advertising the project
- Develop a Media Relations Plan for the construction phase

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TASK 40P CONDUCT FINAL RIGHT OF WAY REVIEW

- Submit the Right of Way plans to the Region 4 Right of Way Engineer
- Notify the Complex Right of Way Division the Plans will be submitted by the Region 4 Right of Way Engineer

TASK 70P ASSEMBLE PS&E PACKAGE

- Assemble PS&E package
- Contact the UDOT Project Manager to schedule the PS&E meeting
- Distribute the plans to the project team

TASK 75P PREPARE FOR AND HOLD PS&E REVIEW

- Assist Project Manager is preparing for the PS&E meeting
- Review complete set of plans, special provisions, and estimate for clarity and completeness.

TASK 80P MAKE PS&E REVISIONS/ADDITIONS

- Attend and make revisions identified in PS&E meeting, assemble PS&E package and submit to UDOT Project Manager, Resident Engineer, and Traffic Engineer for final review.

TASK 85P PREPARE ADVERTISING PLAN SET

- Review plans, specials, and estimates for completeness and clarity
- Ensure that plans conform to PS&E minutes resolution report
- Review designer's checklist
- Complete Checklist for Final
- Complete Checklist for Advertising
- Obtain Right-of-Way and Utility Certifications and Safety Approval Letter
- Estimate contract time
- Create Table of Contents, small Table of Contents, Cover Sheets and enter all Supplemental and Special Provisions that are applicable to the project
- Fax all electronic copies to Gernice White for advertisement.
- Attend a Pre-Construction Meeting
- Provide a copy of your QC/QA Plan to the Project Manager.

B. QC/QA Plan Requirements

- The Consultant will prepare, distribute, and implement the Quality Control/Quality Assurance Plan for the project. The Department has adopted new QC/QA standards and the consultant must meet or exceed these requirements. The Standard may be found on the UDOT Web site udot.utah.gov under "Doing Business > Consultant and Designer Resources > Quality Control/Quality Assurance" or udot.utah.gov/index.php/m=c/tid=650.
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.

C. Department Furnished Items

- UDOT Standards, Policies, and Reference Materials (available online at the

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UDOT Web site udot.utah.gov under “Doing Business > Standards, Policies, and Reference Materials” or udot.utah.gov/index.php?m=c&tid=77)

- UDOT Consultant Services Manual of Instruction (available online at the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Manuals” or udot.utah.gov/index.php?m=c&tid=615).